

Yemma, Bill

From: Rice, Bryan
Sent: Friday, April 15, 2011 11:48 AM
To: Yemma, Bill
Subject: FW: Short-term ITAP Detail in Tanzania: Transparency and Open Government and Acquisitions/Concessions Management
Attachments: Tanzania - WMA Hunting Block Vendor Selection Recruitment - 04.14.2011.pdf

DFWFM portal

Bryan

From: White, Levi A
Sent: Friday, April 15, 2011 1:42 PM
Cc: White, Levi A; Weitzel, Marc M
Subject: Short-term ITAP Detail in Tanzania: Transparency and Open Government and Acquisitions/Concessions Management

Hi all,

DOI-ITAP is currently recruiting for a team to provide technical assistance in Tanzania in the following areas of expertise:

- transparency and open government
- application of principles of transparency and open government to acquisition, contracting, and/or concessions management

Please contact Marc Weitzel with any questions regarding this assignment. He can be reached at marc_weitzel@ios.doi.gov and 805-671-9746.

Please see the attached recruitment announcement for further information. The announcement is also available on our website at <http://www.doi.gov/intl/itap/current-opportunities.cfm>.

Applications will be reviewed on a rolling basis. The final deadline for applying is COB April 29, 2011. Please submit applications to Marc Weitzel at marc_weitzel@ios.doi.gov.

Thank you,

Levi White

Project Manager
International Technical Assistance Program (DOI-ITAP)
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Specialist with Experience in Transparency/Ethics and Acquisitions/Concessions Management Needed for Short-Term Assignment in Tanzania

OPPORTUNITY: The US Department of the Interior's International Technical Assistance Program (DOI-ITAP) seeks one individual with expertise in transparency and open government, ethics, and how they apply to acquisition, contracting, and/or concessions management.

DOI-ITAP will select one individual to partner with WWF Tanzania (http://wwf.panda.org/who_we_are/wwf_offices/tanzania/) and the PAMS Foundation (www.pamsfoundation.org) to hold a joint workshop for Tanzanian government officials and representatives from community-managed Wildlife Management Areas (WMAs) on principles of the tourist hunting sector – which will be led by WWF and PAMS – and how to conduct open, transparent, and ethical reviews of tourist hunting companies applying for concessions within WMAs.

While specifics of the detail will be formalized during pre-trip planning efforts between the team and Tanzanian partners, the team will be expected to address the following general areas:

BACKGROUND: DOI-ITAP provides assistance to developing countries on subjects of Departmental expertise on a reimbursable basis. The program is currently operating across the globe with support from organizations such as the US Agency for International Development (USAID), the World Bank, the Inter-American Development Bank, and the Millennium Challenge Corporation.

DOI-ITAP has worked at a number of locations in Tanzania since 1997. Technical assistance activities have touched on a variety of themes, including law enforcement training for rangers, design and construction of roads within protected areas, management of marine protected areas, tourism planning, and environmental interpretation activities.

Wildlife Management Areas (WMAs) are not public lands managed by the National Government of Tanzania. Rather, they are a relatively new category of protected area under community authority and responsibility.

ASSIGNMENT: The Wildlife Division (WD) of the Tanzania Ministry of Natural Resources and Tourism (MNRT) has advertised solicitations for the first tourist hunting companies to manage hunting concessions within community-run WMAs. WMA managers will soon review applications and select concessioners. These WMAs, however, lack experience with open and transparent review and selection processes.

WMA managers, as well as relevant WD and MNRT staff require capacity building on how to evaluate technical and costing proposal, and how to make vendor selections and awards contracts in an open and transparent manner.

This detail will be conducted as an approximate one-week assignment in Dar-es-Salaam. Considerable planning and research time will be required at the home duty station for pre-trip preparation, and additional time will be necessary for post-trip follow-up activities (e.g. final trip report and recommendations). While in Tanzania, the DOI specialists selected for this assignment will work closely with the appropriate contacts within the Wildlife Division of the Ministry of Natural Resources and Tourism, WWF Tanzania, PAMS Foundation, and the national consortium of WMA Authorized Associations.

SCHEDULE: This assignment is expected to occur in late May 2011, with dates set that are amenable to selected candidates, their supervisors, and our Tanzanian partners.

PRE- AND POST-TRIP DUTIES: All travel and in-country logistics will be handled by DOI-ITAP. Background materials will be provided to the selected individuals prior to the trip. The selected individuals will be expected to work in collaboration with the DOI-ITAP manager on the preparation and follow-up for the technical assistance over phone and via email.

Within three weeks of the completion of the trip, the team will provide the DOI-ITAP manager a brief draft report focusing on the trip events, evaluations, and recommendations for future related policy development.

COSTS: ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, immunizations, per diem, etc.). The salaries of the travelers will be paid by their employing DOI agency for the duration of the international assignment, including pre- and post-trip obligation.

APPLICATION REQUIREMENTS

Persons wishing to be considered for this assignment:

- Preference given to current or retired DOI employees and other USG employees.
- **SELECTIVE FACTOR:** Must have an extensive professional background in transparency and open government, ethics, and how they apply to acquisition, contracting, or concessions management – including experience in developing, awarding, and monitoring small and large contracts
- Experience with delivering trainings, particularly to non-professionals, is desirable
- Must have a demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups.
- Must have demonstrated ability to coordinate with multiple partners and stakeholders.

- Previous international experience is desirable.
- Knowledge of tourist hunting is desirable.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness-for-duty.

If you are selected for this assignment, you will be responsible for obtaining your supervisor's approval to participate in this program.

HOW TO APPLY

Persons interested in being considered for this international assignment must:

1. Send a formal résumé -- a form SF-171 is acceptable.
2. Send a cover letter, summarizing relevant work experience.
3. Fill out the following webform:
<http://spreadsheets.google.com/viewform?formkey=dF9jUWcwcFJKSXJXNkxIMWZ6cU56eFE6MA>

Please submit applications (electronic is preferred) to:

Marc Weitzel, Senior Adviser
 Office of International Affairs
 U.S. Department of the Interior
 1849 C Street, NW MS-3530
 Washington, DC 20240
 Tel: (805) 671-9746
 E-mail: marc_weitzel@ios.doi.gov

Please contact Barbara Pitkin, DOI-ITAP Director (Barbara_Pitkin@ios.doi.gov; 202-208-5221) or Levi White (levi_white@ios.doi.gov; 202-208-1480) with any questions.

All applications should be submitted as soon as possible but no later than COB April 29, 2011. Applications will be considered on a rolling basis.

All NPS applicants should copy their applications to Rudy D'Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs.

Application Process

Shortlisted candidates will be interviewed by telephone. The entire selection process may take several months. All candidates will be notified of the results of the selection process by telephone, e-mail, or letter.

This position is open to all applicants who meet the stated requirements.